

U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

VACANCY ANNOUNCEMENT NUMBER: 12-175

OPEN TO: In-House Candidates Only

POSITION: Telephone Operator

GRADE: FSN-4, FP-AA*

POSITION NO: N-55825

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: US\$ 24,518 p.a. (Starting salary)
(Position Grade: FP-AA to be confirmed by Washington)
*Ordinarily Resident: FSN-4, Rs.470,075 p.a. (Starting salary)
(Position Grade FSN-4)

OPENING DATE: October 23, 2012

CLOSING DATE: November 05, 2012

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Karachi is seeking an individual for the position of a Telephone Operator in the Telephone Unit.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for providing telephone services to all U.S. Consulate personnel. The incumbent is responsible for sending and receiving of faxes, and is required to maintain logs as appropriate and ensures that all published phone directories remain current. In the event of receiving telephonic threat, the incumbent is responsible for immediately contacting the Marine Security Guard on Post I. In case of an emergency, the incumbent is required to contact agencies and/or personnel as outlined in the post Emergency Action Plan. Performs other related duties as assigned by the supervisors.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. EDUCATION: Completion of ten years of education is required.

2. EXPERIENCE: One year of switchboard related experience is required.

3. LANGUAGE: Level II (Limited Knowledge) Speaking/Reading/Writing in English and Level III (Good Working Knowledge) Speaking/Reading/Writing of Urdu are required. This may be tested.

4. KNOWLEDGE: Must have the knowledge of both domestic and international dialing procedures and familiarization with local directory services.

5. ABILITIES & SKILLS: Must have the ability to maintain calmness in emergency situations and when dealing with difficult customers.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Application should be forwarded on the following mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelope.

SUBMIT COMPLETED DS-174 TO:

**Human Resources Office, U.S. Embassy Islamabad
P.O. Box 1048, GPO, Islamabad.**

Applications can also be submitted by email at PakJobs@state.gov. While submitting through email, the Vacancy Announcement Number (e.g. 12-175) must be mentioned in the subject line.

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any document with your application at this stage. Only those candidates meeting all the requirements will be contacted for their test/interview. To review all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: November 05, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.